

ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA

HANDBOOK

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SECTION I
AAIM PURPOSES AND GOALS

SECTION I

AAIM PURPOSES AND GOALS

"The general purposes and goals of the Association shall be the improvement of education and the public welfare through the use of educational communications, educational technology, educational media, and audiovisual materials (hereinafter referred to as educational media)." (Constitution, Section 2a)

OBJECTIVES

- (a) To promote the application of educational media as a means of improving education and public welfare.
- (b) To promote the study of ways for improving education through the use of educational media.
- (c) To foster cooperation and coordination among institutions, agencies, foundations, and organizations having concern for and with educational media.
- (d) To provide leadership and development for the varied interests, institutions, and efforts of educational media.
- (e) To improve the qualifications of personnel and conditions for their effective performance in all areas of educational media.
- (f) To increase and diffuse knowledge of all educational media through meetings, professional contracts, reports, papers, discussions, and publications.
- (g) To promote research, demonstrations, experimentation, and improvement in the use of educational media.
- (h) To identify and analyze critical issues, trends, and developments in educational media, and seek to provide constructive solutions through the collection, organization, and dissemination of valid and useful information.
- (i) To develop the use of educational media as a science and as an art.

SECTION II

BOARD STRUCTURE AND GOVERNANCE

"The determination of policy and the direction of Association affairs are the responsibility of a Board of Directors, elected and functioning as provided herein."
(Constitution Section 4a)

According to Bylaws Section 4a, the Board shall consist of the following:

- * President
- * President-elect
- * Secretary
- * Treasurer
- Immediate Past-President
- Historian
- Editor of the official publication
- Four members elected annually by the board
- * Four members with staggered terms of four years
- ** Commercial member
- Executive Director (if position is filled)

- * *Elected by the general membership*
- ** *Elected by the Commercial membership*

SECTION III
BOARD OF DIRECTORS
RESPONSIBILITIES

"All members of the Board of Directors must maintain active membership in the Association (Bylaws Section 4a)."

"Regular meetings of the Board of Directors shall be held at least four times annually at a time and place to be specified by a vote of the Board of Directors...(Bylaws 4d)." Traditionally, these four meetings are July (the planning meeting for the year's business), September, January and April (preceding Annual Conference).

"The President may call special meetings of the Board as deemed necessary." (Bylaws Section 4e)

Board business may be transacted electronically.

"The determination of policy and the direction of Association affairs are the responsibility of a Board of Directors, elected and functioning as provided herein." (Constitution Section 4a)

By consenting to become a member of the Board, you are accepting the responsibilities outlined above. Your presence at Board meetings is imperative; should you miss two consecutive meetings (with unexcused absences), your position will be declared vacant and filled by the Board as provided in Section 4b of the Bylaws.

Prior service to the association should include chairing at least one committee.

Board Approved 1/13/83

SECTION IV

OFFICERS: A. PRESIDENT

CONSTITUTION: Section 5b

BYLAWS: Section 2a

"The President of the Association shall be the executive head of the organization, shall preside at all business meetings, and shall carry out the directions of the Board of Directors."

TERM OF OFFICE: One (1) year.

DUTIES AND RESPONSIBILITIES

1. Calls meetings of the Board of Directors and Executive Committee as needed (which shall be open to any AAIM member).
 - a. Notify the Board of time, place and date of meeting at least two weeks prior to the meeting.
 - b. Notify committee Chairs to submit any scheduled reports at least two weeks prior to the meeting.
 - c. Prepare the meeting agenda and distribute it to Board members at least one week prior to the meeting.
 - d. Preside at the Board meeting.
2. Secure Board approval for all policies and decisions made for the Association.
3. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
4. Prepare a yearly budget, with assistance from the Treasurer, to be submitted for Board approval at the second board meeting.
5. Submit names for all committees and other appointments for Board approval.
6. Maintain (and update) a calendar of convention dates, AAIM Board meetings, Association of Educational Communications and Technology (AECT) activities, AAIM and AECT publication deadlines, & other related state organizations' activities.

SECTION IV
Officers: A. President

7. Supply Publication Editor with dates of Association activities for each issue of AAIM Journal.
8. Serve as ex-officio member of all committees, except Nominating.
9. Correspond with AECT, and other professional organizations, regarding Association business and share with appropriate committee Chairs as necessary.
10. Consult with the Chair of the Annual Conference Committee (President-elect), the Chair of the AEA Convention Committee, and the Chair of the Leadership Development Committee about the plans for each program.
11. Communicate with the membership through the journal and other print and electronic means.
12. The president and president-elect will represent the Association at the AECT Annual Convention, and other professionally-related meetings, where representation is desirable (at Association expense with the following travel expense provided: airfare or rental car or train; hotel; and AECT conference registration, as the budget permits.) *
13. Not later than 60 days prior to the opening of the Annual Conference, send the official ballot (Nominating Committee will furnish) and candidate profiles to each voting member in good standing. Obtain mailing labels from Membership Chair.
14. Annual Conference duties:
 - a. Notify the AECT office at least three months prior to the event of dates of the Conference, place, etc. for inclusion in national publications.
 - b. Notify presidents of related professional organizations (within the state), the AECT President.
 - c. Notify Conference Chair of any special arrangements needed.
 - d. Prepare an agenda for the annual business meeting and preside at all general sessions of the conference.
 - e. Announce election results at the business meeting.
 - f. Announce winner of Heloise Griffon Scholarship and Margaret Amps Scholarship.
 - g. Pass gavel to President-elect at the last general session of the conference.
15. Notify in writing all candidates for office of the election results, within one week after ballots are counted.
16. Collect Annual Committee reports from each committee Chair; duplicate copies for distribution to the Board and Historian at the last Board meeting immediately preceding the Annual Conference.

SECTION IV
Officers: A. President

17. Perform additional duties as delegated by the Board.
18. At the conclusion of the Annual Conference, transfer to the incoming President, all documents of the office including the President's copy of this handbook. Work with incoming President to secure committee chairs and budget for the upcoming year.

Board Approved 1/13/83

Rev. 3/5/90, 4/27/91

* Executive Committee Revised & Approved: 5/02 Minutes: 9/14/02 , rev. 4/21/09

SECTION IV

OFFICERS

B. PRESIDENT-ELECT

CONSTITUTION: Section 5b

BYLAWS: Section 2b

"...In the event the President shall not serve out his full term, the President-elect shall succeed to the unexpired remainder thereof and continue through his own term (5b)."

"In the absence of the President, the President-elect shall assume the duties of the President. Further delegations of authority shall be determined by the Board of Directors (2b)." TERM OF OFFICE: One (1) year.

DUTIES AND RESPONSIBILITIES

1. Serve as a voting member of the Board and Executive Committee.
2. Preside at any meeting in the absence of the President.
3. The president and president-elect will represent the Association at the AECT Annual Convention and other professionally-related meetings, where representation is desirable (at Association expense with the following travel expense provided: airfare or rental car or train; hotel; and AECT conference registration, as the budget permits.) *
4. Communicate with the membership through the journal and other print and electronic means.
5. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
6. Present to the Board recommendations for Committee Chairs. (Bylaws Section 7b).
7. Notify each member of Board recommendations to determine if the member is willing to serve.
8. Serve as Chair of the Annual Conference Committee and file a written report of the Conference with the Secretary.
9. Preside at the last general session of the Annual Conference, following installation as President and receipt of the gavel.
10. Perform additional duties as delegated by the Board.

11. Transfer to the incoming President-elect at the conclusion of the Annual Conference, all documents of the office, including the copy of this Handbook.

Board Approved 1/13/83 Rev. 4/27/91 ; 4/21 /09

SECTION IV

Officers: C. Immediate Past President

SECTION IV

OFFICERS

C. IMMEDIATE PAST PRESIDENT

BYLAWS: Section 4a and 4f

"The Board of Directors shall consist of...the Immediate Past-President (4a). The Executive Committee shall be composed of...Immediate Past-President (4f)."

TERM OF OFFICE: One (1) year.

DUTIES AND RESPONSIBILITIES:

1. Serve as a voting member of the Board of Directors and the Executive Committee.
2. Serve as Chair of the Nominating Committee (Bylaws Section 3a).
 - a. In August, poll committee members for revisions in the nomination form. Most actions of the committee can be accomplished by mail.
 - b. Establish a tentative ballot. The ballot will include nominees and a provision for a write-in candidate for the positions of President-elect and Board Member.
Secretary and Treasurer will be included on the ballot every other year, since they are two-year terms (Constitution Section 4b).
 - c. Determine if all nominees are eligible (see Bylaws Section 3b for requirements).
 - d. Contact each nominee to determine if nominee is willing to serve. Obtain the following supportive data from each nominee: statement of qualifications for the position nominated, employment experience, educational preparation, offices and/or committee assignments held in professional organizations, and a photograph, if desired. Include a deadline for receipt of reply.
 - e. Compile from the supportive data a biographical summary of each nominee so that the format will be similar.
 - f. Prepare official ballot, listing candidates and a provision for a write-in candidate for each office. Include the name and address of the Chair of the Election Committee, and the deadline for return of ballot or if done electronically, a date the ballot must be submitted or completed.
 - g. Mail the official ballot and supportive data to the President, who will mail it to each member in good standing.

SECTION IV

Officers: C. Immediate Past President

- h. Mail the official ballot and supportive data to the Chair of the Election Committee. Election Committee will count the votes and inform the President of election results.
 - i. Prepare and file a written report with the Secretary as needed.
- 3. Maintain the AAIM Policy Handbook with up-to-date revisions and/or additions, as approved by the Board.
- 4. Obligate Association funds only in amounts and for items approved by the Board and submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
- 5. Perform additional duties as delegated by the Board.
- 6. Transfer to the incoming Past-President all files and records of the office, including this Handbook.

Board Approved 1/13/83
Rev. 1/20/90, 4/27/91, 4/21/09

SECTION IV
OFFICERS
D. SECRETARY

BYLAWS: Section 2c
TERM OF OFFICE: Two (2) Years

"The Secretary shall be responsible for producing and maintaining records of all business meetings of the Association and for other duties as prescribed by the Board of Directors."

DUTIES AND RESPONSIBILITIES:

1. Serves as a voting member of the Board and Executive Committee.
2. Record actions of Board meetings and the annual business meeting; prepare written minutes and send to Board members within three weeks after each meeting. Follow Robert's Rules of Order guidelines so that minutes reflect only motions and actions taken.
3. Retain custody of the permanent file of the Association's minutes and add minutes of each meeting after Board approval.
4. When requested, refer to minutes of previous meetings and advise the President of any unfinished business.
5. Make available a summary of the Board approved minutes of the Annual Business Meeting and each Board meeting for inclusion in the Journal.
6. Obtain from each committee Chair a written annual report of each committee's activities and place in the permanent file of the Association.
7. Handle correspondence as directed by the President and/or Board.
8. Keep a current list of names and addresses of all officers and Board of Directors.
9. Submit a list of officers to be filled to Nominating Committee.
10. Submit copy of approved Board and Executive Committee minutes as well as minutes of Annual Business Meeting to Historian.
11. Notify the Scholarship Chair of the decision of the Board on the number of scholarships to be awarded.
12. Sign a signature card with the Association bank to allow the Secretary to sign checks in case of an emergency which would prevent the Treasurer from doing so.

SECTION IV
Officers: D. Secretary

13. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
14. Transfer all files and records of the office, including this handbook to the incoming Secretary.

SECTION IV
OFFICERS
E. TREASURER

BYLAWS: Section 2d

"The Treasurer shall be responsible for providing an accounting and safeguarding of all funds of the Association and shall be Bonded. Other duties may be prescribed by the Board of Directors."

TERM OF OFFICE: Two (2) years.

DUTIES AND RESPONSIBILITIES:

1. Serves as a voting member of the Board and Executive Committee.
2. Assume the full duties of the office at the end of the fiscal year.
3. Secure bonding prior to transfer of funds (with the Association paying the fee). Board may waive bond.
4. Make arrangements with a bank approved by the AAIM Board of Directors for deposit of Association funds in the name of the Association, and for signature cards to be signed by Treasurer and Secretary.
5. Pay all Board approved expenditures promptly upon presentation of invoices.
6. Deposit monies in the Association's account promptly. Transfer funds to savings or Certificates of deposit accounts as directed by the Board.
7. Submit financial records for audit each fiscal year after May 31.
8. Prepare with the President a budget for each fiscal year to be submitted to the Board for approval at the second board meeting.
9. Prepare a financial report to be presented at each Board meeting. Submit a yearly report at the second Board meeting.
10. Send quarterly reports, budget, and yearly report to Historian.
11. Transfer funds and all records of the office, including this Handbook, to the incoming Treasurer by May 31, the end of the fiscal year.
12. Secure liability insurance for the board of directors.

Board Approved 1/13/83, Rev. 4/21/90, 4/27/91, 4/21/09

SECTION IV
BUSINESS/FINANCIAL MANAGEMENT

1. Food for AAIM members on approved official business will be reimbursed following the federal per diem guidelines.
2. Travel for AAIM members on approved official business will be reimbursed by the federal per diem guidelines. Travel is calculated from a member's home to the destination of the AAIM business or activity.
3. Reimbursement will only be approved if reimbursement form is properly completed.
4. No reimbursement if personal items are on receipt or invoice. AAIM purchases only should be on receipts and invoices.
5. Each person turns in reimbursement with amounts for themselves only with the exception of board meeting meals and as keynote speakers or guests are entertained.
6. Request invoices from conference speakers.
7. Protect the nonprofit status of AAIM.

Board approved: 2/1/14

SECTION V

EDITOR OF OFFICIAL PUBLICATION

BYLAWS: Section 7

"The Association will publish an official publication to be distributed to the Association membership and other interested persons."

TERM OF OFFICE: Board election.

DUTIES AND RESPONSIBILITIES:

1. Serve as a member of the Board of Directors (Bylaws Section 4a).
2. Supervise all phases of production of AAIM's publication, *AAIM Journal**, published as often as approved by the board.
3. Submit receipts or invoices to the Treasurer for expenses approved by the Board.
4. Recommend publication policies and serve as a screening agent for Association publications.
5. Recommend, as needed, for approval by the President and the Board additional staff members to assist with the publications program.
6. Work with the Publications Chair to solicit articles of professional interest from educational media personnel and educators at local, state, and national levels including the officers, committee Chairs, and members of AAIM.
7. Prepare a statement of the estimated income and expenses for the publications program for submission to the Board at the second meeting.
8. Provide the Historian with three copies of all publications of the Association.
9. Transfer to the incoming newsletter editor all files and records of the office, including this handbook.

Board Approved 1/13/83

Rev. 6/7/89, 4/27/91, 4/21/09

*Board Approved 4/25/99 publication renamed AAIM Journal

SECTION VI
Commercial Representative, AAIM Board of Directors

SECTION VI

OFFICE:

COMMERCIAL REPRESENTATIVE, AAIM BOARD OF DIRECTORS

BYLAWS: Section 4A

"The Board of Directors shall consist of...and one (1) commercial member elected by the commercial representatives annually."

TERM OF OFFICE: One (1) year.

DUTIES AND RESPONSIBILITIES:

1. Attend the meetings of the Board of Directors. (Bylaws, Section 4d).
2. Contact commercial members during the year, either by phone or letter, about:
 - a. Actions taken by the Board of Directors which affect their interests.
 - b. Potential votes by the Board of Directors on matters pertaining to them.
 - c. Their suggestions or grievances to be presented to the Board of Directors.
 - d. Their exhibit fee coverage for the Annual Conference, which includes annual membership dues, exhibit space, postage, refreshments, and a subscription to AAIM Journal.
3. Serve as a member of the Long-range Planning Committee.
4. Assist the Exhibit Chair by:
 - a. Acting as a liaison to commercial members.
 - b. Contributing to plans for security of exhibit area.
 - c. Supervising while exhibits are being set up and dismantled.
 Supervising attachment to each gift the name and address of commercial representative donating door prizes for annual conference.
5. Preside at the business meeting of the commercial members held during the Annual Conference.
6. The newly elected Commercial Representative shall assume his/her responsibilities and duties at the conclusion of the Annual Conference.
7. Transfer to the incoming Commercial Representative all files and records of the office, including this Handbook.

Board Approved 6/19/87
Rev. 4/27/91

SECTION VII
Committees

SECTION VII
COMMITTEES

"Governance committees of the Association shall consist of: (Bylaws Section 7a)

Nominating
Membership
Election
Audit

"Other committees as needed may be established by the Board or the President." (Bylaws Section 7a) Co-chairs may be appointed by the Board, President, or President-elect as needed. These may include:

AEA Convention
Annual Conference
Awards
Constitution and Bylaws
Historian
Leadership Development
Legislative
Long-range Planning
Professional Materials Selection
Publicity Scholarship
Student Media Festival
Publication
Web Services

Board Approved 1/13/83
Rev. 1/19/91
Revised 4/96
Revised 4/8/2000, 4/21/09

SECTION VIII

COMMITTEE CHAIRS

The Chairs are recommended by the President and approved by the Board of Directors of the Association.

Should a committee be named, the following are guidelines for the Chair:

1. Be familiar with the purpose and duties of committee.
2. Prepare an agenda for the committee meetings and provide advance copy to each member.
3. Determine the most convenient place, date, and time for the committee meeting. Notify the President.
4. Preside at meetings:
 - a. Open and close the meeting on time.
 - b. Keep discussion on relevant issues.
 - c. During discussion, summarize points of agreement or disagreement.
5. Follow up on decisions, actions, and assignments.
6. Keep the President and Board of Directors informed of actions and decisions.
7. Keep the committee informed of the actions and decisions of the Board.
8. Obligate Association funds only in amounts and for items approved by the Board. Submit a budget for Board approval at summer meeting. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
9. Prepare and file a written report with the President before the last regular Board meeting.
10. Transfer to the President all files and records of the office, which will be forwarded to the incoming Chair.

SECTION IX.

COMMITTEE MEMBERS

A committee is a body of persons delegated to consider, investigate, and/or take action in regard to assigned matters or subjects. The will of the membership and the needs of the Association must be considered.

Specific responsibilities shall include the following:

1. Understand the purpose and function of the committee.
2. Listen to other members; direct response to the entire committee.
3. Consider the viewpoint of other individuals and groups.
4. Complete individual assignments given by the Chair.
5. Realize the committee is responsible to the Board of Directors.

SECTION X
GOVERNANCE COMMITTEES

A. NOMINATING

Purpose

The purpose of the Nominating Committee is to provide the membership with a slate of officers for election by the general membership.

Membership

The Committee shall consist of the Immediate Past-President as Chair and at least two other members (Bylaws Section 3a).

Duties

1. Obtain from the Secretary a list of offices to be filled.
2. Prepare a nomination form and mail it to the membership.
3. Prepare a tentative ballot from nominations received from the membership. Include space for a write-in candidate for each office, name and address of the Election Committee Chair and deadline for return of ballot.
4. If there are no qualified nominees for an office, then names of potential candidates will be solicited by the Nominating Committee.
5. Check with the Membership Chair to determine eligibility of each candidate for office (Bylaws Section 3b).
6. Obtain the consent of the nominee and supportive data.
7. Compile supportive data for each nominee, in similar form.
8. By February 1, submit the candidate information and the official ballot to the President, who will submit it to each member in good standing not later than 60 days prior to the opening of Annual Conference (Bylaws Section 3a).
9. By February 1, submit the official ballot to the Chair of the Election Committee.
10. Announce election results on the AAIM Listserv as soon as results are known. Announce the results at the annual conference to comply with the constitution.

SECTION X
Governance Committees: A. Nominating

11. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
12. Prepare and file a written report with the President before the fourth regular Board meeting.
13. File all correspondence, plans, etc. and return to the President, to give to the incoming Committee Chair.

SECTION X
GOVERNANCE COMMITTEES

B. MEMBERSHIP

Purpose

The purposes of the Membership Committee are to promote membership in the Association among people concerned with instructional media, and to maintain an accurate membership list.

Membership

The Membership Committee shall consist of a Chair and other appointed members.

Duties

1. Keep official record of the membership (expiration date of membership is May 1).
2. Arrange for annual renewal of membership at the Annual Conference or by mail for those not renewing at Conference. Members who do not respond by three months will be removed from the membership.
3. Prepare copy for a membership directory by September 1. This will be distributed with the cooperation of the Publications Committee.
4. Develop a brochure about the Association to be sent with a membership application to potential members.
5. Provide the Nominating Committee with information regarding the status of members under consideration as candidates for office. Provide the President with similar information for committee appointments.
6. Arrange for placement and staffing a membership table at the Annual Conference (Arkansas Education Association and other conventions such as Arkansas Library Association).
7. Provide the official membership mailing list to the Editor of the official publication. This will include associate, professional, commercial and lifetime members.
8. Provide a mailing list of current voting members (Bylaws Section 8) to the President for providing candidate information sheets and official ballots to the membership.

SECTION X

Governance Committees: B. Membership

9. Provide a commercial membership from the exhibit fee charged commercial companies for Annual Conference exhibit space (one membership regardless of the number of tables used by a company to exhibit) which will include a subscription to the official publication.
10. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
11. Prepare and file a written report with the President before each Board meeting.
12. File all correspondence, plans, etc., and return it to the President, who will pass it on to the incoming Committee Chair.

Board Approved 1/13/83
Rev. 4/27/91
Rev. 4/21/09

SECTION X
GOVERNANCE COMMITTEES
C. ELECTION

Purpose

The purpose of the Election Committee is to tabulate the ballots from the general election.

Membership

The committee shall consist of a Chair and other appointed members.

Duties

1. Meet within one week after the deadline printed on the ballot and tabulate the ballots which have been kept unopened by the Chair until the committee meeting.
2. Notify the President of the election results by mail within twenty-four hours.
3. Prepare and file a written report with the President before the Board meeting immediately preceding the Annual Conference.
4. File all correspondence, plans, etc. at the back of this handbook and return it to the President, who will pass it on to the incoming Chair.

SECTION X
GOVERNANCE COMMITTEES

D. AUDIT

Purpose

The purpose of the Audit Committee is to examine the financial records of the Association.

Membership

The committee shall consist of a Chair and other members appointed by the President with the approval of the Board of Directors.

Duties

1. Obtain from the Treasurer all financial records of the Association after the end of the fiscal year which is January 1 to December 31 (including a copy of the budget).
2. Evaluate all checking account statements for deposits and expenditures.
3. Evaluate all savings account statements for withdrawals, deposits, and interest earned (including certificates of deposit).
4. Examine ledger books for receipts of expenditures.
5. Determine the amount of money actually spent in each category of the budget. Compare with amount budgeted--this information will be helpful in preparing the next year's budget.
6. Prepare and file a written report with the President before the second regular Board meeting.
7. File a final report with Handbook and return it to the current president who will pass it on to the incoming Chair.

Board Approved 1/13/83
Rev. 4/27/91
Rev, 4/19/09, 4/21/09

SECTION XI

OTHER COMMITTEES

A. AEA CONVENTION

Purpose

Traditionally, this has been a joint venture with the Arkansas Association of School Librarians (AASL) sharing expenses for a speaker. The AEA Convention is usually held in October.

Membership

The committee shall consist of a Chair and other appointed members.

Duties

1. Co-plan a program with AASL for the AEA Convention the year following appointment. The AEA Convention program that will be held the year of appointment is already planned. This committee will plan for the conference one year in advance.
2. Obtain Board approval of the program no later than the third regular Board meeting.
3. Publicize as soon as possible the speaker, meeting time, and date to the AAIM membership via News and Views, the Publicity Committee, and state newspapers.
4. If necessary, purchase the plane ticket for the speaker, at least six weeks in advance.
5. Communicate with AEA Conference Chair about date, time, and place of AAIM session.
6. Prepare signs and secure an easel two weeks before the session for placement at the meeting-room door, if needed.
7. Contact the President two weeks before the meeting to be prepared to welcome the participants at the session.
8. Provide a floral arrangement or small gift(s), maybe Arkansas products, for the speaker's room.
9. Meet the speaker at the airport and escort to his/her lodging (and to meals) and return to the airport after the session.

SECTION XI
Other Committees: A. AEA

10. Preside at the session, alternately with co-Chair.
11. Conduct an evaluation of the session.
12. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
13. Request funds from Arkansas Education Association to support activity. AEA provides \$150.00 to AAIM and \$150.00 to AASL plus lodging and meals for speaker. Funds must be requested in writing to AEA.
14. After the AEA meeting, prepare and file a written report with the President before the fourth regular Board meeting.
15. File all correspondence, plans, etc. and return it to the President, who will pass it on to the incoming Chair.

SECTION XI

OTHER COMMITTEES

B. CONSTITUTION AND BYLAWS

Purpose

The purpose of the Constitution and Bylaws Committee is to prepare amendments to the Constitution and Bylaws of the Association or to act on proposed amendments from the membership.

Proposals for amending the Constitution or Bylaws may originate with the Board of Directors or by presenting to the Board a petition signed by ten percent of the active membership as of the date of the submission of the petition (Constitution Section 9a).

An amendment becomes effective when it has been approved by a two-thirds majority of the members who voted (Constitution Section 9b).

Membership

The Immediate-Past-President will serve as Chair of the Committee. The President with the approval of the Board of Directors may appoint other members.

Duties

1. Prepare revisions to the Constitution and Bylaws when necessary.
2. Maintain close contact with the Board and Committee Chairs regarding needed changes.
3. Present potential changes to the Board for Board approval. The proposed amendment shall be submitted in writing to the Board of Directors at least 90 days prior to the voting by the membership. The proposed amendment shall be submitted in writing to the membership at least 15 days prior to voting (Constitution Section 9b).
4. Prepare and file a written report with the President before the last regular Board meeting and provide an up-to-date copy of the Constitution and Bylaws and the AAIM Handbook to each board member when it is revised.
5. Transfer to the President all files and records of the Committee which will be forwarded to the incoming Chair.

SECTION XI

OTHER COMMITTEES

C. DISASTER

**ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA
DISASTER RELIEF GUIDELINES**

1. Funds to be awarded to public school libraries that have incurred substantial damage or hardship due to a natural disaster (tornado, earthquake, hurricane, flood, avalanche, mudslide), fire or an act recognized by the federal government as terrorism.
2. The goal is to provide funding for books, media, and/or library equipment that support learning in a school library environment.
3. The program is to satisfy the need to replace or supplement books, media and/or library equipment in the school library setting.
4. Applicant must be a current member of the Arkansas Association of Instructional Media.
5. Applicant must complete AAIM AID Application
6. It is expected that a certified school librarian at the campus, district or regional level will be involved in the selection of materials/equipment to be purchased.
7. The total amount of grant funds awarded to a library will be determined by a majority vote of the AAIM Board, upon recommendation of the Disaster Relief Committee.
8. Within one year of receiving a grant, recipients will be required to complete a and send a report briefly describing how this grant impacted your school library program to the current chair of the AAIM Disaster Relief Committee. The report should include receipts on how the funds were allocated.
9. Grant recipients must spend grant funds within 180 days of receipt.

Established 1/13/2007

ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA DISASTER RELIEF APPLICATION

PLEASE NOTE:

- Application should be submitted to the current AAIM President• Please attach additional pages, when necessary, along with any additional documents that demonstrate the need for disaster relief.

SCHOOL DISTRICT/MEDIA SPECIALIST INFORMATION

Date of Application:
(School District)
Name of Media Specialist
Address City, State, Zip Code

Submitted to:

Phone Number Fax Number Email Address
Name of Contact (if different from above) Title
Phone Number/ Email Address
DISASTER INFORMATION

Nature of Disaster: (Please describe in some detail. For example, distribution of food, distribution of medical supplies, provision of housing, distribution of clothing, etc. Also indicate if this is a reimbursement for funds already expended for any of these.)

Recovered or expected to be recovered from insurance: \$

Other help received or expected to be received (estimated): \$

Please explain, and enclose any insurance company letters, showing coverage or non-coverage and non-returnable pictures of damage.

Population served: _____ Geographic area served: _____ Amount of funds requested: \$

Describe how the funding of this application will impact community, students, your library media center, and/or you:

Signed Date

~~ To be filled out by AAIM Office ~~

AAIM Endorsement: Yes No
Signature of AAIM President: _____
Additional Comments:

Please mail this form to:
Arkansas Association of Instructional Media
C/O
Street, City, Zip

This application may be duplicated by the AAIM Officials, if needed.

SECTION XI

OTHER COMMITTEES

D. LEADERSHIP DEVELOPMENT

Purpose

The purpose of the Leadership Committee is to provide a forum for developing leadership qualities in AAIM members and/or prospective members.

Membership

The Committee shall consist of a Chair and other appointed members.

Duties

1. Promote leadership qualities through:
 - a. Publication of articles in the Association publication.
 - b. Planning a leadership development workshop after the Board determines the time, place, and budget amount.
 - 1) The Leadership Development Committee may wish to seek the Board's approval to plan a leadership development conference designed to enhance leadership skills in AAIM members.
 - c. Planning a mini conference after the Board determines time, place, and budget amount.
 - 1) The Leadership Development Committee may wish to seek the Board's approval to plan a mini-conference, designed to acquaint new members with AAIM and, at the same time, provide professional development for them.
 - d. Other, as needed and approved by the Board.
3. Shall obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
4. Prepare and file a written report with the President before the last regular Board meeting.

SECTION XI

Other Committees: D. Leadership Development

5. File all correspondence and plans with Handbook and return it to the President, who will pass it on to the incoming Chair.

Notes on planning a meeting:

1. Seek Board approval for time, place, and location as soon as possible (A year advance is desirable, but six months is manageable).
2. Select theme, speakers, and other program components working with hotel for best prices.
3. Decide and plan for delegate selection that may include planning for accommodations.
4. Work with Publicity Committee and Publications Committee to publicize conference.

Board Approved 1/13/83
Rev. 1/19/91, 4/21/09

SECTION XI
OTHER COMMITTEES

E. LEGISLATIVE

Purpose

The Legislative Committee of AAIM shall be responsible for informing the membership of current legislative matters in the area of library/media services.

Membership

The committee shall consist of a Chair and other appointed members.

Duties

1. Provide membership with state and national legislators' addresses and phone numbers and encourage lobbying through personal visits, phone calls, emails and/or postcards giving brief reasons for support or opposition of a particular bill.
2. Submit for the Association publication information about and interpretation of enacted and/or pending legislation that will affect schools and/or media programs.
3. Educate the membership about state, regional, and national educational media standards, legislation pertaining to standards, and certification of professional and/or non-professional staff without showing bias. AAIM may not take sides on political issues.
4. Maintain a continuous study and evaluation of current standards and propose alterations, as needed, to keep them relevant to the changing profession.
5. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
6. Prepare and file a written report with the President before the second regular Board meeting.
7. File all correspondence, plans, etc. and return it to the President, who will pass it on to the incoming Chair.

Board Approved 1/13/83
Rev. 4/27/91 Rev. 1/11/03, 4/21/09

SECTION XI

OTHER COMMITTEES

F. LONG-RANGE PLANNING

Purpose

The purpose of the Long-range Planning Committee is to confirm and secure date and location of the Annual Conference of Arkansas Association of Instructional Media.

Membership

The Committee shall consist of a Chair and other appointed members.

Duties

1. Confirm date and location of the Annual Conference at least one year in advance.
2. Recommend to the Board of Directors that specific goals for the Association insure continued growth.
3. Secure the following past conference information:
 - a. Number of full-time registered participants.
 - b. Number of one-day registered participants.
 - c. Number of sleeping rooms required.
 - d. Number of exhibitor tables required and a diagram of exhibit working layout.
 - e. Number attending meal functions.
 - f. Number and size of meeting rooms required.
 - g. Requirements for special events.
4. Develop specifications for conference facilities that include the following site location requirements approved by the Board:
 - a. Located in Central AR (Present top four hotels to Board).
 - b. Have adequate space for 55-60 eight-foot exhibit tables with electrical and Internet access.
 - c. Have general assembly seating to accommodate at least 400 participants, theater style.
 - d. Have additional breakout rooms for concurrent sessions.
 - e. Have 75 sleeping rooms on site with additional 100 sleeping rooms within five miles of conference.

SECTION XI
Other Committees: F. Long-range Planning

- f. Have luncheon seating capacity to accommodate conference numbers.
 - g. Have banquet seating for at least 500
 - h. Make available an additional room for conference office and secured equipment storage that will be available the afternoon before the conference through the afternoon of last conference day.
 - i. Provide complimentary room and/or reduced meeting rental rates for a set number of rented sleeping-rooms.
Provide special package sleeping room rates.
5. Present specifications to Board for modification and/or approval at the third regular Board meeting.
 6. Identify locations that meet conference specifications.
 7. Arrange with interested firms to make formal presentations to the Committee.
 8. Choose the firm meeting AAIM requirements and present the report at the third regular Board meeting. Board will select and notify site representative for contract completion.
 9. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment promptly after incurring the obligation.
 10. Prepare and file a written report with the President before the Board meeting preceding the Annual Conference.

SECTION XI

Other Committees: G. Professional Materials Selection

SECTION XI

OTHER COMMITTEES

G. PROFESSIONAL MATERIALS SELECTION

Purpose

The purpose of the Professional Materials Selection Committee is to review professional materials of interest to AAIM members.

Membership

The Committee shall consist of a Chair and other appointed members.

Duties

1. Review materials of interest to a majority of members and make those reviews available by means of AAIM Journal.
2. Prepare and file a written report with the President before the second regular Board meeting.
3. File all correspondence, etc, and return it to the President.

Board Approved 4/22/89
Rev. 4/27/91

SECTION XI
OTHER COMMITTEES
H. PUBLICITY

Purpose

The purpose of the Publicity Committee is to compile and maintain an up-to-date list and the appropriate deadlines for each publication and news media receiving publicity about the Association (see p. 13, Newsletter Editor for AAIM Journal copy deadlines).

Membership

The committee shall consist of a Chair and other appointed members.

Duties

1. Receive information from officers and committee Chairs about activities sponsored by the Association at the local, regional, or state levels.
2. Provide press releases of these activities, preferably at least three months in advance; meet publication deadlines of the appropriate media.
3. Publicize the activities of the Association in the Association publication, other professional publications, and the print and electronic news media.
4. Prepare press releases on Association meetings and make available to participants for local media coverage.
5. Provide special coverage of the Annual Conference and leadership conference for print and electronic news media.
6. Work closely with the Publications Committee.
7. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
8. Prepare and file a written report with the President before the second regular Board meeting.
9. File all correspondence, plans, etc. and return it to the President.

Board Approved 1/13/83
Rev. 4/27/91

SECTION XI
OTHER COMMITTEES

I. WEB SERVICES

Purpose

The purpose of the Web Services Committee is to provide the membership with a listserv and webpage.

Membership

The committee shall consist of two co-chairs and other appointed members.

Duties

A. Listserv Chair:

1. Establish and maintain a listserv for AAIM. (Currently the listserv is housed at UALR.)
2. Communicate with the membership chair concerning revisions, additions, or deletions.
3. Maintain a commercial free environment for member discussion.
4. Prepare and file a written report with the President before the Board meeting preceding the Annual Conference.
5. File all correspondence, etc., and return it to the President. The President will pass it to the incoming Chair.

B. Listserv Moderator

1. Inform listserv members on a regular basis of policies and procedures of the list.
2. Notify individual members of policy or procedure violations as they occur.

C. Webpage Chair:

1. Recommend ways to create a network for professionals in the library media centers to acquire information about today's technology, both hardware and software.
2. Establish and maintain a homepage/website for AAIM. The current address is <http://aaim.k12.ar.us>
3. All data to be posted on the website should be approved by the President.

SECTION XI
Other Committees: I. WEB SERVICES

4. Prepare and file a written report with the President before the Board meeting preceding the Annual Conference.
5. File all correspondence, etc. and return it to the President who will pass it on to the incoming Chair.

Board Approved 4/24/90 Revised 4/96 Revised 1/11/03 Revised 2/6/03
Revised 4/18/09

SECTION XI
Other Committees: J. Scholarship
Heloise Griffon Scholarship Information
Margaret Crank Amps Scholarship Information

SECTION XI
OTHER COMMITTEES
J. SCHOLARSHIP

Purpose

The Heloise Griffon and Margaret Crank Amps Scholarships were established to assist persons employed in Arkansas schools who are currently working to complete a master's degree in the library media field.

Membership

The committee shall consist of a Chair and other appointed members.

Duties

1. Obtain from the Secretary the decision of the Board on the number of scholarships to be awarded. Traditionally, the Board has awarded one annually.
2. Establish criteria for the awarding of scholarships, including a deadline for receiving applications.
3. Notify the Publicity Committee of the criteria; include a copy of the application.
4. Publicize the scholarship program through Association meetings, other professional publications, and mailings to Arkansas Colleges, Universities, and school districts.
5. Send applications upon request.
6. Receive and maintain a file of all applications submitted.
7. Review and evaluate all applications and select recipients and alternate(s) no later than two weeks prior to the Annual Conference.
8. Prepare a written recommendation for the Board for its approval of recipients; send to the President.
9. Prepare certificates to be given to the recipients.

SECTION XI
Other Committees: J. Scholarship
Heloise Griffon Scholarship Information
Margaret Crank Amps Scholarship Information

10. Request a check from the Treasurer in the amount awarded by the Board for each scholarship.
11. Prepare a packet (including the certificate and check); give to the President.
12. Notify the recipients and arrange for him/her to attend the annual convention to receive the monetary award. (Traditionally, this has been at the banquet, for which AAIM will provide a complimentary meal ticket).
13. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
14. Prepare and file a written report with the President before the Board meeting preceding the Annual Conference.
15. File all correspondence, etc. and return it to the President, who will pass it on to the incoming Chair.

Board Approved 1971
Rev. 11/18/83, 4/27/91
Rev. 4/19/09

SECTION XI
Other Committees: J. Scholarship
Heloise Griffon Scholarship Information
Margaret Crank Amps Scholarship Information

SECTION XI

OTHER COMMITTEES: I. SCHOLARSHIP

HELOISE GRIFFON SCHOLARSHIP INFORMATION

MARGARET CRANK AMPS SCHOLARSHIP INFORMATION

The Arkansas Association of Instructional Media is currently accepting applications for the Heloise Griffon and Margaret Crank Amps Scholarships. The scholarships, named in honor of Heloise Griffon, a past director of Audiovisual Services for the Arkansas Department of Education, and Margaret Amps, a past media services director for the Arkansas Department of Education, are awarded annually to assist persons employed in Arkansas schools in completing coursework leading toward a master's degree in library media education.

Applicants must meet the following requirements:

1. Hold license as a teacher in the state of Arkansas. The license must be awarded by the end of the spring or summer term in the year in which the scholarship award is made.
2. Be enrolled in a master's program leading to a degree in library media education and must have successfully completed 12 hours.
3. Provide an official transcript of graduate record with a 2.5 or higher point average (based on a 4.0 scale).
4. Provide a letter of recommendation from the administrator under whom the applicant is currently employed. If the applicant has no previous employment record, then he/she should submit a letter of recommendation from the applicant's instructor.
5. Upon receiving the scholarship, complete within a period of one year, a minimum of six (6) semester hours in a program leading to a master's degree in library media education.
6. Submit to the Chairman of the Scholarship committee a copy of transcript, indicating completion of the six semester hours of instruction, within one year of receiving scholarship.

SECTION XI

**Other Committees: J. Scholarship
Heloise Griffon Scholarship Information
Margaret Crank Amps Scholarship Information**

The deadline for submitting a completed application, along with transcript and administrator's letter of recommendation is January of the award year. The award is \$1000.00.

Submit application to: Scholarship Committee Chair

Board Approved 1971; Rev. 11/18/83, 8/15/84, 9/16/87, 4/27/91, Rev. 1/11/03 Rev.
4/19/09

SECTION XI
Other Committees: J. Scholarship
Heloise Griffon Scholarship Recipients
Margaret Crank Amps Scholarship Recipients

SECTION XI

OTHER COMMITTEES: J. SCHOLARSHIP

HELOISE GRIFFON SCHOLARSHIP RECIPIENTS

1980 BARBARA MCKINNEY
1981 KATHY BAXTER
1982 CLAIR SANDLER
1983 JANIE MCRAE
1984 MELISSA BEATTY
1985 SUZANNE BENNETT
1986 FRANCIS KUYKENDALL
1987 AQUILLA ROBERTS
1988 MARLA MOORE
1989 KIMBERLY LAMBERT
1990 BEVERLY BRASWELL
1991 ROSIE TATE
1992 AUDREY ROBERTS
1993 CAROL BARTON
1994 JESSIE PIERCE
1995 MELISSA COOK
1996 DJUANA DUDECK
1997 KAREN MULLENIX
1998 GINA ROGERS
1999 PAIGE LAW
2000 MARCIA KEY
2001 BARBARA HAVEN
2002 SHANNON BRUNNER & STEPHANIE MAXWELL
2003 ROBIN WHITE
2004 RAYMELLA PETTY
2005 JANN GIBSON
2006 EVA COLLINS
2007 ALICIA ROSE
2008 TRACI FOSTER
2009 LISA K. HUELLE
2010 MISTI MCANALLY
2011 LAURA ASHLEY LONG
2012 KAWIA HIGGINBOTTOM
2013 JENNIFER WILSON

MARGARET CRANK AMPS SCHOLARSHIP RECIPIENTS

2009 JOSHUA WESLEY CLEMMER
2010 AMY HUTTO
2011 JILL FIELDS
2012 KAELA MARIE HAWKINS
2013 LESLIE BATTLES

SECTION XI

OTHER COMMITTEES

K. STUDENT MEDIA FESTIVAL AWARDS

Purpose

One of AAIM's outstanding projects is sponsoring a vehicle which emphasizes the creative efforts of Arkansas' students (from Kindergarten through post-secondary levels). One of the high- lights of the Annual Conference is viewing of the winning productions in various categories and the presentation of award certificates to the students.

The International Student Media Festival is co-sponsored by the Association for Educational Communications and Technology (AECT).

Membership

The Committee shall consist of a Chair and other appointed members.

Duties

1. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
2. The chair should do the following:
 - a. Establish criteria for each category of entries.
 - b. Work closely with the Student Media Festival Awards Chair.
 - c. Establish an entry form that includes a deadline for submission of productions; remember AECT's deadline and check the AECT website for continuity in contest guidelines.
 - d. Inform the Publicity Committee of the criteria; include a copy of the entry form and application blank.
 - e. Make entry forms available via email, listserv, and the AAIM website.
3. Publicize the awards program through Association meetings, other professional publications and meetings, and mailings to Arkansas Colleges/Universities and school districts.
4. Mail applications upon request.

SECTION XI

Other Committees: K. Student Media Festival Awards

5. Receive and maintain a file of all applications submitted:
 - a. As student entries are received by the Chair, verify the category and record all committee information on the entry form.
 - b. Keep each entry form with the submitted project to prevent loss.
 - c. Log entries received in master list.

6. Immediately after the entry deadline:
 - a. Review and evaluate all applications, using established criteria for each category. Using criteria, have entries judged by a panel of judges. At least three (3) judges should view all works if possible.
 - b. Select recipients and alternates in each category.
 - c. Prepare a written recommendation for the Board of Directors for its approval of recipients.
 - d. Prepare award certificates for each category: first, second, third, honorable mentions.
 - e. Notify the winner (and runners-up) of each award and request his presence at the awards ceremony planned around the conference in the spring. (Include information about any fees, as parents, teachers, and his principal might want to attend.)
 - f. Plan adequate equipment to be delivered to the Annual Conference for viewing of winning productions and plan a session to highlight winning works.

7. At the Awards Ceremony:
 - a. Organize the Media Festival viewing area; check with the Conference Chair for location and time during program.
 - b. Greet the winners and escort them to the awards ceremony.
 - c. Present certificates to each winner at the scheduled time during the ceremony.

8. Immediately after the Annual Conference:
 - a. Return all entries to the proper school or individual or make arrangements to keep for national entry. Entries will be available at conference for pickup or return of entries must be arranged with prepaid postage. It is the entrant's responsibility to request return.
 - b. Mail certificates to those recipients who were unable to be present at the awards luncheon.

9. Prepare and file a written report with the President before the Board meeting preceding the Annual Conference.

10. File all correspondence, reports, etc., and return it to the President, who will pass it on to the incoming Chair.

SECTION XI

OTHER COMMITTEES

L. AWARDS

Purpose

The purpose of the Awards Committee is to receive nominations for the Herb Lawrence Leadership Award, the Pat McDonald Outstanding Individual Achievement Award, and the Outstanding Media Program Award. These awards are made to give recognition to members of AAIM who have helped increase the role of library media in the state of Arkansas, or show outstanding service or leadership to the Association. In addition the Awards Committee also recognizes The School Library Media Specialist Of The Year and Technology Leader Of The Year.

Membership

The committee shall consist of a Chair and other appointed members.

Duties

1. Inform the membership of the awards available for consideration and presentation.
2. Send criteria and applications via bulk mailing to the membership.
3. Determine deadlines for nominations of awards.
4. Notify all nominees of their nomination and secure written permission of nominees to be considered for awards.
5. Read all nominations and make recommendations for award winners.
6. Compile results and notify AAIM Board of Directors of committee recommendations, notify all nominees and get the pictures of award recipients (to be provided by the winners).
7. Order a quality-crafted plaque on which will appear the AAIM logo and name, the name of the award, the name of the recipient, and the year in which the award is given.
8. Obligate Association funds only in amounts and for items approved by the Board. Submit properly documented requests for payment to the Treasurer promptly after incurring the obligation.
9. Accept responsibility for displaying pictures of past award winners at the AAIM Annual Conference.
10. Present awards at the Monday General Session of the AAIM Annual Conference.
11. Announce the award winners in the state and local newspapers, *AAIM Journal*, *Tech Trends*, and *School Library Journal*.
12. Prepare and file a written report with the President before the Board meeting preceding the Annual Conference.
13. File all correspondence, plans, etc. and return to the President, who will pass it on the incoming Chair.

SECTION XI
Other Committees: L. Awards
1. Award Recipients
A. Herb Lawrence Leadership Award Recipients

SECTION XI

OTHER COMMITTEES:

L. AWARDS

1. AWARD RECIPIENTS

A. HERB LAWRENCE LEADERSHIP AWARD RECIPIENTS

1988	Dr. Herb Lawrence
1989	Dr. Donald E. Bumpass
1990	Kay Bland
1991	Joyce Schneider
1992	none given
1993	none given
1994	Dr. Ferrel James
1995	Judi Wheatley
1996	none given
1997	Pat McDonald
1998	Barbie James
1999	Iris Tucker
2000	Joyce McCain
2001	Barbara Williams
2002	Connie Zimmer
2003	Karen Richardson
Award renamed the Herb Lawrence Leadership Award in 2004	
2004	Rachel Shankles
2005	Pat McDonald
2006	Dr. Ferrel James
2007	None given
2008	Darlene Ott
2009	Sara Dickey
2010	Devona Pendergrass
2011	Jana Dixon
2012	Karen Wells
2013	Cathy Toney

SECTION XI

Other Committees: L. Awards

1. Award Recipients

B. Outstanding Media Program Award Recipients

B. OUTSTANDING MEDIA PROGRAM AWARD RECIPIENTS

- 1989 Pulaski County Special School District
Library Media Program
- 1990 Road Runner Reporter Program
5th,6th and 7th Grade Gifted and Talented
Oakridge Central School - Ravenden Springs, Arkansas
- 1991 Brainstorms and Blueprints; Teaching Library Research
as a Thinking Process
Barbara Stripling and Judy Pitts, Fayetteville High School
- 1992 NorthWest Arkansas Educational Co-op
Grace Donoho
- 1993 Vilonia Primary School Media Center
- 1994 Lakeside High School Media Center, Hot Springs
Rachel Shankles
- 1995 none given
- 1996 none given
- 1997 Arkansas Math and Science Library
Sylvia Chudy, Hot Springs
- 1998 Writing the Objectives: Textbook Approach
Katherine Powell, Dumas
- 1999 Nettleton Intermediate Center Media Program
Suby Wallace
- 2000 Lakeside Middle School Library program
Tanna Clark, Hot Springs
- 2001 Little Rock School District. Technology and Media Services
Lucy Neal, Director
- 2002 Lakeside High School
Rachel Shankles
- 2003 Trumann High School
Sherry McAnally

SECTION XI

Other Committees: L. Awards

1. Award Recipients

B. Outstanding Media Program Award Recipients

- 2004 Lake Hamilton Middle School, Percy
Jil'Lana Heard
- 2005 Lake Hamilton Junior High
Diane Hughes
- 2006 Cutter Morning Star High School
Jana Dixon
- 2007 Mountain Home High School
Devona Pendergrass
- 2008 Central High School, Little Rock
Stella Cameron And Carol Thompson
- 2009 Lake Hamilton High School, Percy
Lori Bush
- 2010 Albright Elementary School, Newport
Katherine Higginbottom
- 2011 National Gaming Day
Fountain Lake School District Libraries
- 2012 Benton Middle and Junior High School
Jacqueline Vergason and Christe Schade
- 2013 Lake Hamilton Intermediate School,
Ramona Abernathy, LMS

SECTION XI

Other Committees: L. Awards

1. Award Recipients

C. Pat McDonald Outstanding Individual Achievement Award Recipient

**C. PAT MCDONALD OUTSTANDING INDIVIDUAL ACHIEVEMENT AWARD
RECIPIENT**

1991	Dr. Selvin Royal
1992	John Cheek
1993	John Heath
1994	none given
1995	John Cooper
1996	none given
1997	Rachel Shankles
1998	Carolyn Schumacher
1999	Dr. Kay Bland
2000	none given
2001	Dr. Glenda Thurman
2002	Bonita Poe
2003	Dr. Ferrel James
2004	Dorothy Larson
2005	Karen Richardson
2006	Barbie James
2007	Dr. Jody B. Charter
2008	Jeanna Cook
Award renamed the Pat McDonald Outstanding Individual Achievement Award	
2009	Jil' Lana Heard
2010	Connie Zimmer
2011	Diane Hughes
2012	Dr. Stephanie Huffman
2013	Dr. Jud Copeland

SECTION XI
Other Committees: L. Awards
1. Award Recipients
D. School Library Media Specialist of the Year

SECTION XI

D. SCHOOL LIBRARY MEDIA SPECIALIST OF THE YEAR

1997	Rhonda Rolen
1998	Karen Richardson
1999	Rachel Shankles
2000	Darlene Ott
2001	LaWanda Jean Dale
2002	Carolyn Brooks
2003	Ann Ayres
2004	Djuna Dudeck
2005	Devona Pendergrass
2006	Karen Wells
2007	Dr. Demaris (Macy) Purtle
2008	Evelyn McFadden
2009	Mary Woodruff
2010	Tracy McAllister
2011	Claudia Smith
2012	Teresa Knapp Gordon
2013	Stony Evans

SECTION XI
Other Committees: L. Awards
1. Award Recipients
E. Technology Leader of the Year

E. TECHNOLOGY LEADER OF THE YEAR

2001	Peggy Walters
2002	Don Benton
2003	Scott Adams
2004	Carol Croy
2005	Brenda Sharmack
2006	Sandra Hardage
2007	Karen Richardson
2008	Barbara Williams-Dixon
2009	Dr. Stephanie Huffman and Sally Hawkes
2010	Warren Utsler
2011	Stephanie Labert
2012	Susan Gilley
2013	Don Benton

SECTION XI

Other Committees: L. Awards

1. Award Recipients

F. Progressive School Library Media Award

F. PROGRESSIVE SCHOOL LIBRARY MEDIA AWARD

1998 Barbara Williams
1999 Loveida Ingram

SECTION XI
Other Committees: L. Awards
1. Award Recipients
G. William Fulton Award

G. WILLIAM FULTON AWARD
(Arkansas Winners)

1974 Larry Alexander
1976 Donald Bumpass
1982 Beatrice Murphy
1988 Kay Bland
1995 Pat McDonald
1999 Rachel Shankles
2000 Rachel Shankles

SECTION XI
Other Committees: L. Awards
1. Award Recipients
H. Bumpass Award

H. BUMPASS AWARD

1996 Rachel Shankles

SECTION XI
Other Committees: L. Awards
1. Award Recipients
I. Honorary Life Members

I. HONORARY LIFE MEMBERS

MARGARET CRANK AMPS
DR. WARD ANKRUM
DR. KAY BLAND
DR. DONALD E. BUMPASS
DR. CECIL GARRISON
HELOISE GRIFFON
LOYD HARRIS
DR. A FERREL JAMES
DR. A. G. KIRBY
DR. HERB LAWRENCE
JOYCE MCCAIN
PAT MCDONALD
PAULINE RANKIN
JIM ROBERTS
RACHEL SHANKLES
JOHNNY SHEPERD
DR. DAVID SPILLERS

SECTION XI

Other Committees: L. Awards

1. Award Recipients

J. Administrator of the Year

J. ADMINISTRATOR OF THE YEAR

2013 Michael Tarkington, Beebe High School

SECTION XI
Other Committees: L. Awards
2. Herb Lawrence Leadership Award

ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA

HERB LAWRENCE LEADERSHIP AWARD

Purpose

The Herb Lawrence Leadership Service Award may be given for outstanding service to an AAIM member who has made significant contributions to AAIM and its progress, through outstanding service to the Association.

Criteria

1. Outstanding service to AAIM.
2. Outstanding leadership to AAIM.

Rules

1. The award may be given to one member during the Annual Conference.
2. The current Awards Committee determines application deadline.
3. If in the opinion of the Awards Committee, no worthy candidate is identified, the committee may exercise discretionary powers and recommend that no citation be awarded.
4. The member nominated must give permission in writing.
5. The name of the nominee will be presented to the AAIM Board.
6. The recipient will be notified by Awards Committee Chair after the Committee's final decision.
7. The award will be presented at the Monday General Session by the Awards Committee Chair.
8. The citation will be a quality-crafted plaque on which shall appear the AAIM logo and name, the name of the award, the name of the recipient, and the year the award is given.
9. The Awards Chair will acknowledge in writing each member's nomination for the award.

Board Approved 9/16/87
Rev. 10/9/87 Rev. 10/2/99 Rev. 4/19/09, 4/21/09

SECTION XI

ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA

HERB LAWRENCE LEADERSHIP SERVICE AWARD

Nomination Form

The AAIM Herb Lawrence Leadership Service Award may be given to honor an AAIM member who has made significant contribution to AAIM and its progress through outstanding service to the Association. The award will be presented at the AAIM Annual Conference.

Please print or type the following information. Provide as much information as possible. Use a separate sheet if necessary.

1. Full name of nominee: _____
2. Present mailing and email address: _____

3. Explain why this person should receive this award.

Nominated by: _____

Date: _____

Title/Position: _____

Address: _____

Phone: _____

Fax: _____ E-mail: _____

The following information will be requested from the nominee by the Awards committee for consideration of this award.

- *Educational Background.
- *Honors or outstanding achievements to the community, state, or nation.
- *Offices held or committee service in Arkansas Association of Instructional Media.
- *Influence on other professional associations.
- *Additional evidence of leadership

Board Approved 9/17/87
Revised 4/96, 10/2/99 Rev. 4/19/09

SECTION XI

Other Committees: L. Awards

3. Pat McDonald Outstanding Individual Achievement Award

ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA

PAT MCDONALD OUTSTANDING INDIVIDUAL ACHIEVEMENT AWARD

Purpose

The Pat McDonald Outstanding Individual Achievement Award may be given to an AAIM member who has demonstrated leadership in promoting media programs and practices that have resulted in an improvement of media usage in instruction.

Criteria

1. Outstanding leadership to AAIM.
2. Outstanding leadership in promoting media programs and practices.

Rules

1. The award may be given to one member during the Annual Conference.
2. The current Awards Committee determines application deadline.
3. If, in the opinion of the Awards Committee, no worthy candidate is identified, the committee may exercise discretionary powers and recommend no citation be awarded.
4. The member nominated must give his/her permission in writing.
5. The name of the nominee will be presented to the Board.
6. The recipient shall be notified by the Awards Committee Chair after the Committee's final decision.
7. The award will be presented at the Monday General Session by the Awards Committee Chair.
8. The citation will be a quality crafted plaque on which shall appear the AAIM logo and name, the name of the award, the name of the recipient, and the year the award is given.
9. The Awards Committee Chair will acknowledge in writing each member's nomination for the award.

Board Approved 9/17/87 Revised 4/96, 4/21/09

SECTION XI

Other Committees: L. Awards

3. Pat McDonald Outstanding Individual Achievement Award

ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA

PAT MCDONALD OUTSTANDING INDIVIDUAL ACHIEVEMENT AWARD

Nomination Form

The Pat McDonald Outstanding Individual Achievement Award may be given to an AAIM member who has demonstrated leadership in promoting media programs and practices that have resulted in an improvement of media usage in instruction.

Please print or type the following information: Use a separate sheet to provide as much information as possible.

1. Full name of nominee: _____

2. Present mailing and email address: _____

3. Explain why this person should receive this award.

Nominated by: _____ Date: _____

Title/Position: _____

Address: _____

Phone: _____

Fax: _____ E-mail: _____

The following information will be requested from the nominee by the membership Recognition Committee for consideration for this award.

- *Educational background.
- *Honors or outstanding achievements to the community, state, or nation.
- *Offices held or committee service in Arkansas Association of Instructional Media.
- *Influence on other professional associations.
- *Additional evidence of leadership.

Board Approved 9/17/87 Revised 4/96

ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA

OUTSTANDING MEDIA PROGRAM AWARD

Purpose

The Outstanding Media Program Award may be given to a member or members of AAIM who have initiated and/or promoted an outstanding media usage program in a school, a district, an academic institution, public library, or community.

Criteria

Outstanding media usage program either initiated or promoted by a person or group.

Rules

1. The award may be given to a member or group during the Annual Conference.
2. The current Awards Committee determines application deadline.
3. If, in the opinion of the Awards Committee, no worthy candidate or program is identified, the committee may exercise discretionary powers and recommend that no citation be awarded.
4. The member nominated must give permission in writing.
5. The name of the nominee and program will be presented to the Board.
6. The recipient shall be notified by the Awards Committee Chair after the Committee's final decision.
7. The award will be presented at the Monday General Session by the Awards Committee Chair.
8. The citation will be a quality crafted plaque on which shall appear the AAIM logo and name, the name of the award, the name of the recipient, and the year the award is given.
9. The Awards Committee Chair will acknowledge in writing each member's nomination for the award.
10. Prepare and file a written report with the President before the Board meeting preceding the Annual Conference.
11. File all correspondence, reports, etc., and return it to the President, who will pass it on to the incoming Chair.

Board Approved 9/17/87 Revised 4/96, Rev. 4/19/09, 4/21/09

ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA
OUTSTANDING MEDIA PROGRAM AWARD

Nomination Form

The Outstanding Media Program Award may be given to a member or members of AAIM who have initiated and/or promoted an outstanding media usage program in a school, a district, an academic institution, a public library, or a community. The school, district, academic institution, public library, or community will also receive recognition.

Please print or type the following information. Provide as much information as possible. Use a separate sheet if necessary.

1. Full name of the program: _____

2. Full name of developer(s) of the program: _____

3. Full name of institution and location of the program site: _____

4. Explain why this program should receive this award.

Nominated by: _____

Date: _____

Title/Position: _____

Address: _____ Phone: _____

Fax: _____ E-mail: _____

The following information will be requested from the nominee by the Awards for consideration of this award:

- *Purpose of the program.
- *Intended end users of the program.
- *Local, state, or national recognition of the program.
- *Additional information regarding the program.

Board Approved 9/17/87, Revised 4/96 Rev. 4/19/09

SECTION XI
Other committees: L. Awards
5. School Library Media Specialist Award

ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA

SCHOOL LIBRARY MEDIA SPECIALIST OF THE YEAR

Purpose

The AAIM School Library Media Specialist of the Year Award may be given for outstanding service to any Arkansas School Library Media Specialist who has attained individual excellence in the library/media field through service to students, teachers, and community at the K-12 levels.

Criteria

1. Evidence of personal leadership in fulfilling the roles of teacher, information specialist, and instructional consultant as defined in Information Power: Guidelines for School Library Media Programs.
2. Evidence of professional involvement in the library media field.
3. Evidence of providing a quality library media program to K-12 students and teachers by implementing their personal philosophy of information technology utilization.

Rules

1. The award may be made to an Arkansas Library Media Specialist during the AAIM Annual Conference.
2. The Awards Committee will determine application deadline.
3. If in the opinion of the Awards Committee, no worthy candidate is identified, the Awards Committee may exercise discretionary powers and recommend that no citation be awarded.
4. The person nominated must give his/her permission in writing.
5. The name of the nominee will be presented to the Board.
6. The recipient will be notified by the Awards Committee.
7. The award will be presented at the Monday General Session by the awards Committee Chair.
8. The citation will be a quality-crafted plaque, on which shall appear the name of the award, AAIM logo, the name of the recipient, and the year the award is given.
9. A picture of the winner will be on display at the Annual Conference.
10. The Awards Committee Chair will acknowledge in writing, each person's nomination for the award.
11. The person nominated must be an AAIM member.

Board Approved 7/27/90 Revised 4/96 Rev. 4/19/09

SECTION XI
ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA

SCHOOL LIBRARY MEDIA SPECIALIST OF THE YEAR AWARD

Nomination Form

The AAIM School Library Media Specialist of the Year Award may be given to any Arkansas School Library Media Specialist who has attained excellence in the library/media field through service to students, teachers, and community at the K-12 levels. This award will be presented at the AAIM Annual Conference.

Please print or type the following information. Use a separate sheet if necessary.

1. Full name of nominee: _____
2. Present mailing address: _____

3. Name and address of present teaching assignment:

4. Explain why this person should receive this award.

Nominated by: _____ Date: _____
Title/Position: _____
Address: _____
Phone: _____ FAX: _____
E-mail: _____

The following information will be requested from the nominee by the School Library Media Specialist of the Year Committee for consideration for this award.

- Educational background.
- Honors or outstanding achievements to the community, state, or nation.
- Experience. Must have a minimum of three years' experience in the library/media field.
- Evidence of personal leadership in fulfilling the roles of teacher, information specialist, and instructional consultant as defined in *Information Power: Guidelines for School Library Media Programs*.
- Evidence of professional involvement in state organizations.
- Evidence of providing a quality library media program to K-12 students and teachers by implementing their personal philosophy of information technology utilization.

SECTION XI

Other Committees: L. Awards

5. School Library Media Specialist Award

SECTION XI

**ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA
SCHOOL LIBRARY MEDIA SPECIALIST OF THE YEAR AWARD**

The AAIM School Library Media Specialist of the Year Award may be given to any Arkansas School Library media Specialist who has attained excellence in the library/media field through service to students, teachers, and community at the K-12 levels. This award will be presented at the AAIM Annual Conference.

You have been nominated for this award. To be able to consider you for this award, the committee must have written permission from you. The committee also needs the following information about you. This information will be used to determine who receives the award. Please print or type the following information. Use a separate sheet if necessary.

1. Full name of nominee: _____
2. Present mailing address: _____

3. Name and address of present teaching assignment:

4. Phone: _____ FAX: _____
5. E-mail: _____
6. Educational background.
7. Honors or outstanding achievements to the community, state, or nation.
8. Experience. Must have a minimum of three years' experience in the library/media field.
9. Evidence of personal leadership in fulfilling the roles of teacher, information specialist, and instructional consultant as defined in Information Power: Guidelines for School Library Media Programs.
10. Evidence of professional involvement in state organizations.
11. Evidence of providing a quality library media program to K-12 students and teachers by implementing their personal philosophy of information technology utilization.

Revised 4/96

SECTION XI
ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA
TECHNOLOGY LEADER OF THE YEAR

This award may be given to **ANY Arkansas educator or technology coordinator** who has demonstrated outstanding leadership in the field of technology through service to students, teachers, and the community in an Arkansas school, a regional service cooperative, an institute of higher learning, or at the state level.

Nomination Form

1. Full Name of Nominee: _____
2. Title/Position: _____
3. Place of Employment: _____
4. Work Address: _____
5. City/State/Zip Code: _____
6. Phone: _____ - _____ - _____
7. Email: _____

Please attach 1-2 pages explaining why this nominee should receive our award. You may wish to review the rubric on the AAIM Web site which outlines specific award criteria.

1. Nominated by: (first and last name) _____
2. Your Relation to Nominee: _____
3. Title/Position: _____
4. Place of Employment: _____
5. City/State/Zip Code: _____
6. Phone: _____ - _____ - _____
7. Email: _____

SECTION XI
ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA
ADMINISTRATOR OF THE YEAR AWARD

Purpose

The AAIM School Administrator of the Year Award may be given to recognize and honor a school administrator for his/her outstanding service, support, and worthy contributions to the operation of effective school library media and/or technology services.

Criteria

1. Evidence of support for the School Library Media and Technology Programs.
2. The nomination should include 3 additional letters of support evidencing the administrator's contribution(s). The letters should include specific examples of support which state the nominee's outstanding and sustained contribution toward furthering the role of effective school library and technology program(s).

Rules

1. The award may be made to an Arkansas school administrator during the AAIM Annual Conference.
2. The awards committee will determine application deadline.
3. If, in the opinion of the awards committee, no worthy candidate is identified, the awards committee may exercise discretionary powers and recommend that no citation be awarded.
4. The person nominated must give his/her permission in writing.
5. The name of the nominee will be presented to the board.
6. The recipient will be notified by the awards committee.
7. The award will be presented at the Monday General Session by the awards committee chair.
8. The citation will be a quality-crafted plaque, on which shall appear the name of the award, AAIM logo, the name of the recipient, and the year the award is given.
9. A picture of the winner will be on display at the annual conference.
10. The awards committee chair will acknowledge in writing, each person's nomination for the award.

SECTION XI

**Other Committees: L. Awards
6. Administrator of the Year**

**ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA
ADMINISTRATOR OF THE YEAR**

Nomination Form:

The AAIM Administrator of the Year Award is given to recognize and honor a school administrator for his/her outstanding service, support, and worthy contributions to the operation of effective school library media and/or technology services. This award will be presented at the AAIM Annual Conference.

Please complete the following information using as much detail as possible.

1. Full name of nominee: _____
2. Present mailing and e-mail address:

3. Attach 1 to 2 pages of information explaining why this person should receive this award.

Nominated by: _____

Date: _____

Title/Position: _____

Address: _____

Phone: _____

E-mail: _____

SECTION XII

HISTORIAN

Purpose

The Historian shall be responsible for the collection and preservation of materials representing activities of the association in an appropriate form: e.g. scrapbook.

Membership

The Historian shall be appointed by the president and will be a voting board member.

Duties

1. Shall be responsible for a visual display at its annual conference.
2. Maintain a picture file of AAIM activities and receive three copies of the *AAIM Journal* from the journal editor.
3. Shall collect items for potential utilization:
 - a. Board and Executive Committee minutes.
 - b. Minutes of Annual Business Meeting, including conference program.
 - c. Policy handbook with current revisions.
 - d. Annual list of members.
 - e. Annual reports from all committees.
 - f. Treasurer's quarterly reports, budget, and yearly report.
4. Prepare and file a written report with the president.

At the request of the president, be prepared to transfer all files and materials to the president.

SECTION XIII
PARLIAMENTARIAN

Purpose

The purpose of the Parliamentarian is to insure conduct of business meetings according to the latest revised edition of Robert's Rules of Order.

Membership

The Parliamentarian shall be appointed by the President. This is a non-voting position.

Duties

Assist the President as directed in decisions concerning parliamentary procedure.

SECTION XIV
William R. Fulton Award Recipients

SECTION XIV

WILLIAM R. FULTON AWARD RECIPIENTS

1974	Larry Alexander	AR
1975	Fred Teague	KS
1976	Kathryn Thompson	TX
1977	Donald "Gene" Bumpass	AR
1978	Charlie Roberts	LA
1979	Kenneth King	OK
1980	Dan Echols	TX
1981	Pauline Rankin	LA
1982	Beatrice Murphy	TX
1983	Robert Spears	AR
1984	Bob Miller	TX
1985	Stan Zenor	MO
1986	Roger Tipling	MO
1987	Susan Babbitt	OK
1988	Kay Bland	AR
1988	Lyle Grooter	KS
1988	Bob Titus	TX
1989	Joe Hostetler	KS
1990	Larry Kitchens	TX
1991	Nancy McFarland	KS
1994	Suzanne Bradley	KS
1995	Pat McDonald	AR
1997	Glenda Thurman	AR
1999	Rachel Shankles	AR

**CONSTITUTION AND BYLAWS OF THE
ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA**

This charter shall consist of two parts, namely the Constitution and the Bylaws. The provisions of the Constitution govern and control if there should be, at any time, any inconsistency between the Constitution and the Bylaws.

CONSTITUTION

Section 1. Name.

The name shall be the Arkansas Association of instructional Media (AAIM). The Association shall be a self-governing organization. The organization shall be an affiliate of the Association for Educational Communications and Technology (AECT).

Section 2. Purposes and Goals.

The general purposes and goals of the Association shall be the improvement of education and the public welfare through the use of educational communications, educational technology, educational media, and audiovisual materials and methods (hereinafter referred to as educational media).

- (a) The organization is organized exclusively for charitable, religious, education, and/or scientific purposes under section 501 (c) (3) of the Internal Revenue Code.
- (b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding sections of any future federal tax code.

SECTION XV
Constitution and Bylaws

- (c) Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 3. Membership.

Any person or organization interested in the purposes and goals of the Association may become a member upon payment of dues as specified in the Bylaws for classes of membership as the Board of Directors may establish from time to time.

Section 4. Governance and Officers.

- (a) The determination of policy and the direction of Association affairs are the responsibility of a Board of Directors, elected and functioning as provided herein.
- (b) The officers of the Association shall be a President, a President-elect, a Secretary, and a Treasurer. Any active member shall be eligible to be nominated for office. The President-elect shall hold office for a term of one year; the Treasurer and the Secretary shall hold office for a term of two years. The officers shall hold office until their successors are elected and qualified.
- (c) An Executive Director may be appointed by the Board of Directors and serve at its pleasure. The Board may terminate the services of the Executive Director upon giving 30 days notice. The Executive Director shall be appointed for a term of one year and may be re-appointed.

Section 5. Elections.

- (a) The President-elect, the Secretary, and the Treasurer shall be elected by the membership as provided in the Bylaws.
- (b) The President shall be the person elected as President-elect by the membership the previous year. In the event the President shall not serve out his full term, the President-elect shall succeed to the unexpired remainder thereof and continue through his own term. In the event the President-elect shall be unable to serve out his term, the Board may appoint a person to fill the unexpired term. A President and a President-elect shall be nominated and elected at the time of the next election. In the event both the President and the President-elect shall be unable to serve, the Board of Directors shall elect one of its members to serve as presiding officer of the Association until the next election, when a President and a President-elect shall be selected. In the event the Secretary or the Treasurer shall be unable to serve out his term, the

SECTION XV
Constitution and Bylaws

Board of Directors shall appoint a person to carry out the duties of the designated office for the remainder of the term.

- (c) The members of the Board of Directors who are not officers of the Association shall be selected as provided in the Bylaws.

Section 6. Meeting.

There shall be an announced annual meeting of the Association at such time and place as may be determined by the Board of Directors. For all persons attending any meeting or conference, there may be a registration fee affixed by the Board. Other meetings and joint meetings with related societies shall be subject to the approval of the Board of Directors.

Section 7. Association Policy Statements.

The Board of Directors shall determine official Association policy. Written resolutions shall be considered by the Board of Directors and may be adopted as official policy of the Association.

Section 8. Publication of Constitution and Bylaws.

The Constitution and Bylaws shall be reviewed periodically by the Board of Directors. Copies of the Constitution and Bylaws will be made available to the membership at the Spring Conference. The Association's publication will state that members can request a copy from the Association's President.

Section 9. Amendments to Constitution.

The Constitution may be amended in the following ways:

Proposals for amending the Constitution may be submitted by two methods: originate with the Board of Directors, or by presenting to the Board a petition signed by ten percent of the active membership as of the date of the submission of the petition. When a proposed amendment has been approved by a majority of the Board members voting, it shall be submitted to a vote by the membership by ballot.

In either method, the proposed amendment shall be submitted in writing to the Board of Directors at least 90 days prior to the voting by the membership. The proposed amendment shall be submitted in writing to the membership at least 15 days prior to voting.

An amendment shall become effective when it has been approved by a two-thirds majority of the members who voted.

BYLAWS

Section 1. Objectives.

The general purposes and goals of the Arkansas Association of Instructional Media shall be the improvement of education and the public welfare through the use of educational media. The objectives shall be:

- (a) To promote the application of educational media as a means of improving education and public welfare.
- (c) To promote the study of ways for improving education through the use of educational media.
- (d) To foster cooperation and coordination among institutions, agencies, foundations, and organizations having concern for and with educational media.
- (e) To provide leadership and development for the varied interests, institutions, and efforts of educational media.
- (f) To improve the qualifications of personnel and conditions for their effective performance in all areas of educational media.
- (g) To increase and diffuse knowledge of all educational media through meetings, professional contacts, reports, papers, discussions, and publications.
- (h) To promote research, demonstrations, experimentation, and improvement in the use of educational media.
- (i) To identify and analyze critical issues, trends, and development in educational media, and seek to provide constructive solutions through the collection, organization, and dissemination of valid and useful information.
- (i) To develop the use of educational media as a science and as an art.

SECTION XV
Constitution and Bylaws

Section 2. Duties of Officers and Executive Director.

The President, President-elect, Secretary, Treasurer, and Executive Director shall perform the duties of their respective offices and such other duties as may be approved by the Board of Directors. The President-elect shall serve the second year as President and the third year as Immediate Past-President.

- (a) The President of the Association shall be the executive head of the organization, shall preside at all business meetings, and shall carry out the directions of the Board of Directors.
- (b) In the absence of the President, the President-elect shall assume the duties of the President. Further delegations of authority shall be determined by the Board of Directors.
- (c) The Secretary shall be responsible for producing and maintaining records of all business meetings of the Association and for other duties as prescribed by the Board of Directors.
- (d) The Treasurer shall be responsible for providing an accounting and safeguarding of all funds of the Association and shall be bonded. The Board of Directors may prescribe other duties.
- (e) The Executive Director, working under the supervision of the Board of Directors, through the office of the President, shall carry out the policies formulated by the Board and perform such other duties as determined by the Board.

Section 3. Nominations and Elections.

- (a) No later than November 1, the President-elect shall appoint a Nominating Committee of not less than three members representing the Association. The Chairman of the Committee shall be the Immediate Past-President. The Nominating Committee shall prepare an official ballot listing nominees for each of the following positions: President-elect, Secretary (every second year), Treasurer (every second year), and the Board of Directors vacancies, with provision for write-in candidates; any proposed changes to the Constitution or Bylaws; and a closing date for ballots to be returned to the Chairman of the Election Committee. Not later than 60 days prior to the opening of the Spring Conference, the President shall send the official ballot to each member in good standing.
- (b) The Nominating Committee shall determine the eligibility of nominees and ascertain their willingness to stand for office. Eligibility shall consist of active membership in the Association. In addition, each nominee for President-elect will agree to maintain membership in AECT throughout their tenure of office.

SECTION XV
Constitution and Bylaws

- (c) The Nominating Committee shall prepare an information sheet containing short biographical information about the candidates for office and proposed changes in the Constitution and Bylaws, if any, to be mailed by the President to each member in good standing with the official ballot.
- (d) The election shall be considered closed after the date printed on the ballot. The Election Committee shall be responsible for tabulating the votes. Tie votes shall be resolved by a vote of the Board of Directors. The names of the persons elected shall be announced by the President to the membership at the Annual Conference.

Section 4. Board of Directors.

- (a) The Board of Directors shall consist of the elected officers of the Association, the Immediate Past-President, the Executive Director, the Editor of the official publication, and nine elected members. The nine elected members shall consist of four members elected annually by the Board at the last regular meeting prior to the Spring Conference, and four members who shall be elected at large by the membership by preferential ballot for staggered terms of four years, and one commercial member elected by the commercial representatives annually. All members of the Board of Directors must maintain active membership in the Association.
- (b) A vacancy in the elected membership of the Board of Directors shall be filled by that body. The person so appointed shall serve until the following annual election.
- (c) A majority shall constitute a quorum of the Board of Directors.
- (d) Regular meetings of the Board of Directors shall be held at least four times annually at a time and place to be specified by a vote of the Board of Directors. The Board shall have authority to take such actions as are necessary for the conduct of the Association's affairs in accordance with the Constitution and Bylaws.
- (e) The President may call special meetings of the Board as deemed necessary.
- (f) The Board of Directors may designate members of its group as an Executive Committee which shall have and exercise the authority of the Board of Directors in the intervals between the meeting of that body. The President of the Association shall serve as chairman of the Executive Committee. The Executive

SECTION XV
Constitution and Bylaws

- (g) Committee shall be composed of the President, President-elect, Secretary, Treasurer, Immediate Past-President, Executive Director, and two members of the Board of Directors chosen by the Board.

Section 5. Calendar.

- (a) The fiscal year of the Association shall begin with the calendar year.
- (b) The elected officers of the Association shall assume their responsibilities at the close of the Annual Conference.

Section 6. Publications.

The Association will publish an official publication to be distributed to the Association membership and other interested persons. The Board of Directors shall establish a Publications Board as requested.

Section 7. Committees.

- (a) Governance committees of the Association shall consist of Nominations, Membership, Election, and Audit. Other committees as needed may be established by the Board or by the President. The President shall appoint membership of a committee if not provided for elsewhere in the Bylaws, subject to Board approval.
- (b) At the January board meeting, the President-elect shall present to the board recommendations for committee chairman and committee members. Said committees would serve during his tenure of office as president.

Section 8. Membership.

- (a) The types of memberships shall be:
 1. Active (voting). Active membership shall consist of those sons (professional and commercial) who support the objectives of the Arkansas Association of Instructional Media.
 2. Associate (non-voting). Associate members shall consist of students (secondary and post-secondary) who support the objectives of the Arkansas Association of Instructional Media.

SECTION XV
Constitution and Bylaws

3. Honorary (with full membership privileges). Honorary membership shall consist of those persons elected by the Board of Directors for their meritorious service contributing to the execution of objectives of the Arkansas Association of Instructional Media with full membership privileges.
 - (b) The Board of Directors shall publish information on types of memberships, attendant privileges, dues, and publications.

Section 9. Dues and subscriptions.

The membership dues of the Association shall be determined by the Board of Directors and shall include access to those publications and services as may be determined by the Board.

Section 10. Amendments to Bylaws.

Proposal for amendment to Bylaws shall follow procedures set forth in Section 9 of the Constitution.

Section 11. Parliamentary Authority.

The latest revised edition of *Robert's Rules of Order* shall govern the Association in all cases to which it can be applied.

REVISED 3/90

Section 1: Name/Revised 8/97

Constitution: Section 2. Purposes and Goals: Revised: 4/21/01

Bylaws: Section 4. Board of Directors: Revised: 4/8/00

Bylaws: Section 5. Calendar: Revised: 1/11/03

REVISED 1/03